

5010 - SERGEANT OF POLICE

NATURE OF WORK

First line supervisory police work in the field and office or may serve in a technical capacity. Work involves responsibility for supervision of police patrol, traffic investigations, major crime scenes, and office/administrative activities usually on an assigned shift, with participation in work of subordinate officers. May act for superiors in their absence.

ILLUSTRATION OF DUTIES

Conducts roll call to assure subordinates' awareness of recent developments, special tasks, assignments, and traffic control details; reads daily reports and synopses of criminal activity and important occurrences and relays information to subordinates and supervisors; reviews or prepares records and field reports of crimes and disseminates; communicates with citizens who encounter police related problems requiring supervisory follow-up; establishes work priorities for the squad; responds to the scene of major calls to coordinate police response (e.g., setting up a perimeter, traffic control); briefs superiors on the status of assigned tasks; assists subordinates in interpreting the implications of policy/laws in particular incidents/situations; develops and maintains an accurate knowledge of legal procedures, enforcement technicalities, and criminal law; monitors subordinate work activity and administrative procedures (completion of logs/reports) to ensure compliance with departmental regulations; patrols area of responsibility to get a "first hand look" at street activities; monitors radio communications to stay abreast of patrol/activity operations; assesses dangerous situations in order to determine proper course of action; identifies locations and times criminal activity is likely to occur in a particular area of responsibility; exchanges information with peers within the department in order to resolve problems of mutual interest; reviews arrest reports and other required forms/reports involved in an arrest; seeks input of subordinates on problems (e.g., impact of new policy, training requirements, patrol coverage); motivates subordinates on a regular basis to be productive and efficient in the performance of their duties; provides feedback to subordinates on their performance; patrols area, checking performance of subordinates; assists in directed patrol, raids, and similar special assignments. Performs related work as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern police practices and methods; pertinent federal, state, and local laws and procedures with particular reference to arrest and prosecution; criminal law; Rules of Evidence; presentation in court; court procedures; Warrants and Court Orders; investigation of crime; documentation of evidence; crime scene search; identification, collection, and preservation of physical evidence; investigative procedures for specific

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crimes; crime prevention programs and techniques; deployment of field forces; counseling/discipline and performance evaluations; written communication; training principles and practices; EEO/Affirmative Action guidelines; collective bargaining agreements; state statutes and departmental policy concerning use of force; geography and cultural characteristics of area covered by unit; radio communication procedures; public information laws; human behavior principles and practices.

Ability to: Obtain information through interview-and observation; monitor the execution of police duties in a coordinated and effective manner; plan, assign and supervise the work of subordinates; deal firmly and courteously with subordinates and the public; analyze emergency situations quickly and objectively; synthesize information from a variety of sources and to determine proper course of action; prepare clear and comprehensive reports; perceive the consequences of actions or decisions; adjust approaches to a task according to changing situational demands; motivate others to accomplish tasks and meet goals; delegate tasks to others effectively; identify subordinates' strengths and weaknesses; establish work priorities; inter-relate pieces of information; use correct grammar, spelling, punctuation, and vocabulary when writing; react to the immediate demands presented by a situation; identify errors/inaccuracies in written documents; establish effective follow-up measures; effectively coordinate with others; deal effectively with irate individuals; conduct effective meetings.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with latitude for the use of independent judgement in the selection of work methods and procedures and is subject to review for compliance with departmental policies and objectives.

SUPERVISION EXERCISED

Supervises and coordinates the work of patrol and investigative officers and other police personnel as directed.

MINIMUM REQUIREMENTS

Experience as a police officer in the prevention of crime, protection of life and property, investigation of crime, documentation of evidence and apprehension of criminal offenders; or equal

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SPECIAL REQUIREMENTS

Must possess and maintain a valid Florida driver's license without any restrictions which could affect the ability to perform the duties of the position.

ESSENTIAL FUNCTIONS

Comprehend and retain knowledge of various fields related to police functions.

Deal effectively with others, including subordinates, peers, superiors, and citizens.

Understand and carry out complex verbal and written instructions.

Work effectively under emergency or high-stress conditions.

Develop and maintain proficiency in the use and care of service weapons.

Communicate effectively both verbally and in writing.

Physical strength and agility as may be needed to perform police functions, including chasing and apprehending subjects and driving under adverse conditions.

Emotional stability needed to deal with high-stress situations and people.

Work various shifts and be on 24-hour call.

Work in a potentially hazardous (both physically and mentally) environment.

Perform station and administrative duties.

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